

*** The anticipated prequalification requirements listed are subject to change. Additional prequalification classification(s) may be included in the RFQ and RFP.**

Job Order Contracting Information

General Information

Job Order Contracting (JOC) is a contracting method used when project specific locations and quantity of work items are not known at the time of letting. The locations and quantities of work will be determined after award based on the urgency and needs of the Department. A scope of work is then developed within the master contract terms and issued as a work order. The master contract will contain a set of specifications, special provisions, measurement and payment items, terms and conditions, and a list of all the bidding items and their associated fixed unit price.

JOC allows the Department to issue work orders more quickly than conventional construction contract letting/award to actively respond to urgent situations.

Summary of Bidding Procedures

Under this method, contractors will bid a Contract Unit Price for each item. The bid form will include a fixed quantity of one for each item, and an Evaluation Factor will be used to compare items with differing units. For example, a signing item with a unit of square footage may include a factor a 12 to account for an average size of 12 square feet per sign, giving the item an appropriate level of significance compared with other items in the bid for evaluation purposes. The contractor with the lowest Evaluation Total Cost is selected as the low bidder.

This method is necessary to determine a low bidder, however, it does not correlate to the actual construction cost or quantities to be used on future work orders. The construction cost is determined based on the Contract Unit Price, the work items, and number of locations used over the contract term through work orders.

Example Bid Form (RFP – Schedule B):

ITEM DESCRIPTION	UNIT	QUANTITY	Contract Unit Price (Vendor Completes)	Evaluation Factor	Evaluation TOTAL COST (Vendor Completes)
Item A	Ea	1	\$ 300.00	1.00	\$300.00
Item B	Ea	1	\$ 900.00	1.00	\$900.00
Item C	Ea	1	\$ 400.00	1.00	\$400.00
Item D	Sft	1	\$ 20.00	12.00	\$240.00
Item E	Sft	1	\$ 18.00	12.00	\$216.00
Item F	Sft	1	\$ 17.00	12.00	\$204.00
TOTAL					\$2,260.00